

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Indian Health Service
Rockville, Maryland 20857

Refer to: OD

INDIAN HEALTH SERVICE CIRCULAR NO. 97-03

CHARTER
INDIAN HEALTH LEADERSHIP COUNCIL
OF THE INDIAN HEALTH SERVICE

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1. Purpose
2. Responsibilities
3. Membership
4. Authorities
5. Council Meetings
6. Council Committees
7. Support Staff
8. Council Reports
and Recommendations
9. Supersedure
10. Effective Date

1. Purpose The Indian Health Leadership Council (Council) of the Indian Health Service (IHS) is established by the Director to ensure that the IHS programs, as designed and operated, achieve objectives consistent with the IHS mission. The Council serves to represent the Indian health care system and to support unity among the American Indian and Alaska Native people, Tribes, tribal/urban organizations, and communities. The Council will serve as a vehicle for ensuring that the IHS vision and values are communicated to and understood by all IHS employees and by partners in Indian health.

2. RESPONSIBILITIES. The Council's responsibilities are to:

- A. Ensure implementation of a health program that is based on sound public health and patient care principles and is subject to continuous review and quality improvement.
- B. Continually assess the IHS organization, with respect to evolving health care environments, and recommend improvements to the Director that will address Indian health care needs most effectively.

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- C. Provide senior management guidance and participate in agency-level policy formulation.
 - D. Provide a forum for the Director's use to clarify and improve existing policy and formulate new policy.
 - E. Inform the Director of regional 'variations affecting policy implementation.
 - F. Develop solutions to specific programmatic operational issues and recommend them to the Director.
 - G. Enable improved program leadership through continuing executive development.
 - H. Foster an organizational culture in which responsible, accountable, professional conduct is the norm at all levels of the Agency.

3. The Council will comprise the following
MEMBERSHIP

Director
Deputy Director
Director of Headquarters Operations
Senior Advisor to the Director
Director of Field Operations
Chief Medical Officer
Director, Office of Tribal Programs
Director, Office of Tribal Self-Governance
Area Directors
Chair, National Council of Service Unit Directors
Chair, National Council of Clinical Directors
Chair, National Council of Nursing
Director, Office of Management Support
Director, Office of Public Health
Director, Division of Facilities and Environmental Engineering

The Deputy Director serves as the Chair of the *Council*. During periods of absence or when otherwise appropriate, the Deputy Director may appoint another member of the Council as Chair.

4. **AUTHORITIES.** The Council shall have and carry out such responsibilities and authorities as are provided in this Charter and delegated to it by the Director.
5. **COUNCIL MEETINGS.** The Council will meet quarterly. Additional meetings may be called by the Chair.

Meeting dates and locations will be determined by the Executive Leadership Group (ELG) of the Council. The agenda and supporting materials for Council meetings will be delivered to Council members 5 working days prior to the meeting date.

6. COUNCIL COMMITTEES The Council will charter standing committees to assist in the completion of the Council's work. The ELG is a permanent standing committee of the Council that plans and guides Council business.

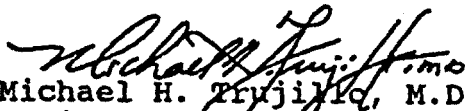
The Council may establish ad hoc committees to perform specific tasks or functions. Ad hoc committees may include non-Council members.

7. SUPPORT STAFF The Director shall assign staff to carry out the staff functions of the Council and the ELG. The Chair of the Council will establish standards for producing information and decision presentation materials, monitor assignments, and ensure the completion of staff work in preparation for and follow-up to Council meetings.

8. COUNCIL REPORTS AND RECOMMENDATIONS The Chair of the Council will assign responsibility or drafting of reports and recommendations of the Council. Unless otherwise specified by the Chair, recommendations of the Council will be drafted and forwarded through the Chair to the Director within 30 days after Council meetings. The Chair will transmit the Director's actions on Council recommendations to all Council members after action is taken.

9. SUPERSEDURE. This circular supersedes IHS Circular No. 95-6 entitled, "Council of the Area and Associate Directors of the Indian Health Service," dated March 27, 1995.

10. EFFECTIVE DATE- This circular is effective upon date of signature.


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Director, Indian Health Service